

## **Manual for Speakers 202603 Ver.**

### **【Target Participants: Speakers】**

This manual describes the format and facilities of the conference. Additionally, please be sure to read the “Guidelines of JSEE International Session” which describes basic matters regardless of these conditions.

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## **1. Presentation Method**

### **1.1 Oral presentations: Venue**

- 1) Data for presentation: pptx, ppt, pdf files
- 2) Uploadable data size: 10 MB or less
- 3) Slide size: 4:3 recommended
- 4) Data submission: August 20 (Thu.) to 28 (Fri.), 12:00 noon at the abstract submission site.
- 5) Specifications for computers and other equipment provided by the organizers will be determined at a later date.

### **1.2 Poster Presentations: Venue**

- 1) Poster display: To be completed between 13 and 14 on September 3.
- 2) Board size: To be determined at a later date
- 3) Proceeding: After the opening remarks by the chairperson at 14:45, each presentation will start at 14:50.
- 4) Poster Session Registration: To be determined at a later date. (Receive a Poster No. tag and submit a poster copy)

### **1.3 Recorded Presentations: Conference website**

- 1) Data for recorded presentations: Each video should be no longer than 12 minutes. mp4, mov, wmv, avi files.
- 2) Uploadable data size: 1 GB or less
- 3) Submission: August 4 (Tue.) to August 19 (Wed.). URL will be provided to eligible participants.
- 4) Recording open and text Q&A period: August 26 (Wed.) - September 11 (Fri.)  
Speakers are requested to promptly answer any questions via text.
- 5) There will be no facilities to view the recorded presentations at the venue.

## **2. Contact information in case of absence or lateness**

JSEE secretariat: Tel: +81-(0)-3-5442-1021

Venue headquarters: Tel: +81-(0)-58-293-2365 (only during the exhibition period)